

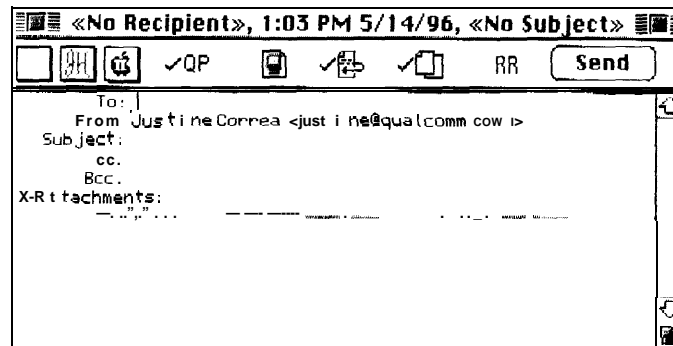
Sending Messages

Creating an Outgoing Message

An outgoing message is a message you send to someone else. To create an outgoing message, select **New Message** from the **Message** menu. A new message window is displayed, referred to as the *Composition Window*. The section below describes how to use the Composition Window.

Using the Composition Window

The composition window consists of the title bar, the icon bar, the message header, and the message body.



The composition window

Title Bar

The Title bar provides information about the message, including the name of the addressee, the time and date the message was sent, and the message subject+

Note: Double-clicking on the title bar opens the mailbox that the message resides in.

Icon Bar

The Icon bar consists of a series of objects that are displayed just under the title bar. It allows you to control the priority of your message, override some of your default settings for the current message, and send or queue the message. Each icon can be turned on or off for the current message by clicking on it. A checkmark symbol next to the icon means the icon is on. The popup menus and icons are described below.

You can set the defaults for the icon bar in the Sending Mail Settings.



Priority Popup

This lets you indicate that your message is of higher or lower priority than a normal message. For most messages, this is just an empty box (normal priority). For details, see the section “Setting the Message Priority.”



Signature Popup

This lets you automatically append one of your signatures to the end of a message. For details, see the section “Using a Signature in an outgoing Message.”



Attachment Type Popup

This lets you select the encoding format for attachments. For details, see the section “Attaching a File to a Message.”



Quoted-Printable Encoding

If this is on, quoted-printable encoding is used when sending messages that contain long lines of text or special characters. It is used for all plain text attachments. It is recommended that this always be on.



Include Macintosh Information

If this is on, the Macintosh file-type and resources are included in AppleDouble and AppleSingle attachments. For details, see the section “Attaching a File to a Message.”



Word Wrap

If this is on, a carriage return is not required at the end of each line. When the message is sent, the text is automatically “wrapped,” meaning that carriage returns are inserted at the end of each line of text, with roughly 76 characters per line.



Keep Copy

If this is on, a copy of each sent message is kept in the Out mailbox. These messages are saved there until they are deleted or transferred.

RR Return Receipt

If this is on, a cooperating mailer returns a message to you notifying you when your outgoing message has been displayed by the recipient. This function does not work in all cases. For details, see the section **Requesting a Return Receipt.**

Send**Send or Queue****Queue**

These let you send a message immediately or put it in the queue to send later. If the **Immediate Send** option in the Sending Mail Settings is on, the button is labeled Send. If the option is off, the button is labeled Queue. For details, see the section "Sending or Queuing a Message."

Message Header

Outgoing mail headers consist of six fields: **To**, **From**, **Subject**, **Cc**, **Bcc**, and **X-Attachments**. Each field is described below. The **To**, **Subject**, **Cc**, and **Bcc** fields can be directly edited. To move the cursor from field to field, press the tab key or click in the desired field with the mouse.

To

The intended recipients' e-mail addresses, or nicknames you have defined (see the section "Creating and Using Nicknames"). Multiple addresses and nicknames must be separated by commas.

From

The sender's e-mail address. This is usually your POP account plus your real name. You can use a return address other than your POP account by entering the address in the **Return address** field of the Personal Information Settings.

Subject

Some brief text indicating the contents of the message. This field can be left blank (though it is a breach of e-mail etiquette to do so).

c c

The e-mail addresses or nicknames of people to whom a copy of the message is to be sent. These recipients are displayed in the message header for all recipients to see. Multiple addresses must be separated by commas. This field can be left blank.

Bcc

The e-mail addresses or nicknames of people to whom a copy of the message is to be sent. These recipients are not displayed in the message header, and the recipients in the **To** or **Cc** fields will not know that a copy went to these addresses. This is useful when you want to send a copy of a message to someone without everyone else knowing you did so. Multiple addresses must be separated by commas. This field can be left blank.

This field can also be used to put a copy of the message in one of your mailboxes. To do this, put the cursor in the **Bcc** field and select the mailbox from the **Fcc** menu (normally the **Transfer** menu). The name of the mailbox is inserted into the **Bcc** field preceded by an “f,” and when the message is sent, a copy is put in that mailbox.

X-Attachments

A list of documents being attached to and sent along with the message. You must use one of the attachment options to add attachments (see the section “Attaching a File to a Message”). To delete an attachment from an outgoing message, select it and press the delete key. This field can be left blank.

Message Body

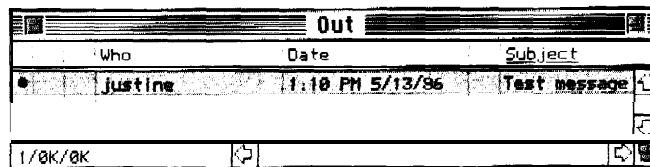
After filling in the header fields, move the insertion point to the space below the message header. Type the body of the message here. For information about for-matting your message text, see the section “Formatting Text.”

Saving a Message for Later Changes

Sometimes it is convenient to save an outgoing message either as a safeguard when typing long messages, or so you can return to it later to make changes.

To save the current message, select **Save** from the **File** menu. To save all of the messages that you have open, hold down the option key and select **Save All** from the **File** menu.

Saved messages are put in the **Out** mailbox with a bullet (•) in the Status column. This indicates that the message has been saved and can be sent or queued.



A message saved in the Out mailbox

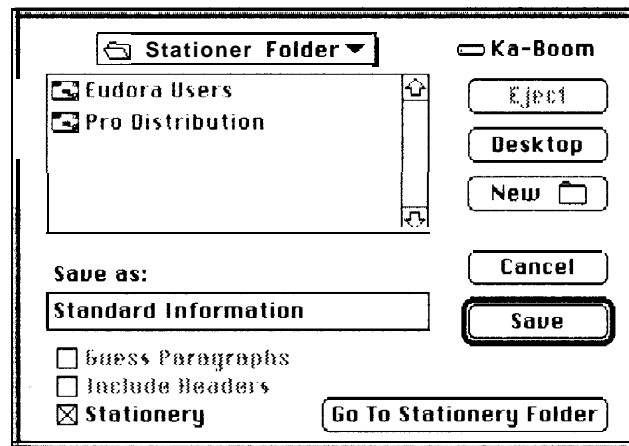
You can continue making changes or close the message. If you try to close an outgoing message window without saving that version of the message, an alert is displayed asking if the message should be saved or the changes discarded. If you select **Discard** and the message has never been saved, the message is deleted.

Using Stationery Files

Stationery files are templates for outgoing messages. [f you find yourself repeatedly sending the same message, save the message as a stationery file and send it whenever you need to by selecting the New **Message With** or **Reply With** menu commands. This way you don't have to copy and paste text into a message, you can just open a pre-written message and edit it as necessary.

To create a stationery file, open a new message, put the text you want into the message body, and fill in the headers as appropriate (subject, copies, etc.). Select **Save as...** from the File menu to display the Save As dialog.

Name the file, and select the **Stationery** option. If you want to keep the file in the Stationery Folder (within your Eudora Folder), click on the **Go To Stationery Folder** option. If not, select any folder you want, and click on **Save** to save the file. You can delete the original message.



Creating a stationery file with the Save As dialog

To use a stationery file for all of your outgoing messages, follow the instructions above, name the file **Default**, and be sure to click on the option **Go To Stationery Folder** and save the file there. Once you're done, any new message uses this file, unless you create the message using the **Redirect** or **Send Again** command.

To change a stationery file, open a new message with the stationery file, make your changes, then use the **Save As** option again to save your changes. To delete a stationery file, drag it into the Trash on your desktop.

To send a stationery message, select the file from the New **Message With** or **Reply With** command from the **Message** menu. A message window is displayed containing the header and body from the stationery file. If you are replying to a message, the stationery header text is incorporated into the reply header text. You can edit and send this new message just as you would any other message.

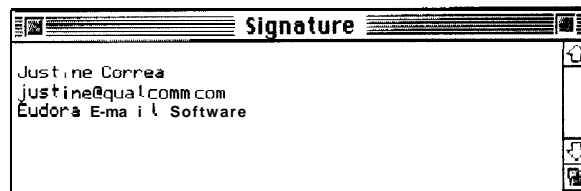
You can also set up a filter to reply with a stationery message. See the section “Filtering Messages” for more information.

Using Signatures

A signature is a few lines of text that are automatically added to the end of an outgoing message when it is sent. A signature can be whatever you want, but it is mostly used to give contact information (telephone, address, etc.). You can have as many signatures as you want.

Note: Your signature is not displayed in the Eudora message window, but is added to the end of the message when it is sent.

To create or modify your **Standard** signature, select **Signatures**→**Standard** from the **Special** menu. The Signature window **is** displayed. Enter your signature text, and select **Save** from the **File** menu to save your changes.



Creating the Standard signature

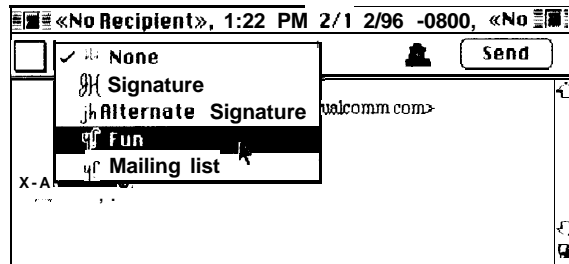
To create or modify your **Alternate** signature, select **Signatures**→**Alternate** from the **Special** menu. The Alternate signature window is displayed. Enter your signature text, and select **Save** from the **File** menu to save your changes.

To create additional signatures, select **Signatures**→**New** from the **Special** menu. An alert is displayed, asking you what you want to call it. Enter a name and click on **OK** to display a signature window. Enter your signature, save the file, and close the window. Your new signature is now part of the list of signatures.

To modify an additional signature, select **Signatures**→**Name** from the **Special** menu. The signature window is displayed for the signature name you specified.

Make any changes you want, save the file, and close the window. To remove a signature, drag the file into the Trash on your desktop.

To include a signature in an outgoing message, select the signature you want from the Signature popup on the icon bar.



Setting the signature for a particular message

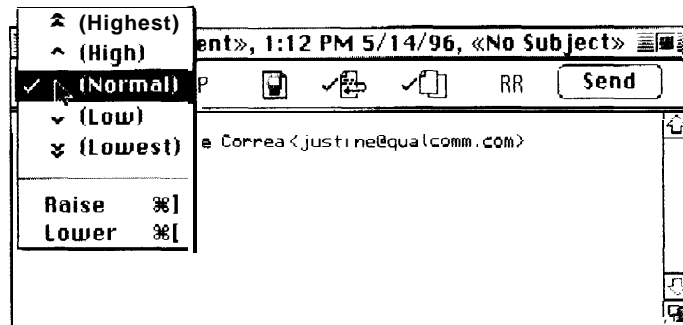
To include your **Standard** signature in all of your outgoing messages, open the Sending Mail Settings and check the **Use signature** option. You can turn this off for a particular message by selecting a different signature or **None** from the Signature popup.

Setting the Message Priority

You can assign a priority to incoming and outgoing messages. The priority is only for you and your recipients—it does not affect the way mail transport systems handle the messages.

There are five priority levels available, 1 being the highest, 5 being the lowest. Each is represented by a small symbol in the icon bar of a message window and the Priority column of a message summary. Priority 3 is used for messages that have no assigned priorities, and it is not displayed. The **high** and **highest** priority symbols are red. You can also use **Raise or Lower** to set the priority one level higher or lower, instead of setting a particular priority level.

New messages are created with a Normal priority. To change the priority of the current message, use the Priority popup.



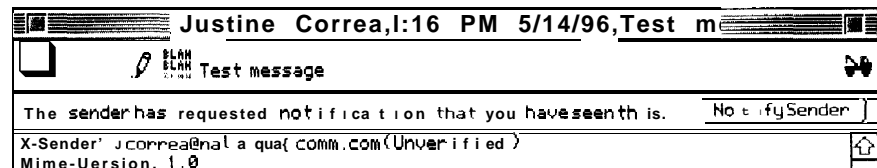
Changing the priority of a message using the priority popup

*Note: To setup Eudora to always use the sender's priority on your replies, 'turn on the **Copy original's priority to reply** option in the Replying Settings. You can always change the priority in the message window.*

Requesting a Return Receipt

You can request that your recipients notify you when they have seen your message. To do this, click on the **Return Receipt** icon in the message window.

Your recipients receive a message with a request to notify the sender (you) that they have seen the message (if you sent yourself a copy, you will not see the notification request). If a recipient clicks on the **Notify Sender** button, you receive a message that tells you when that recipient displayed your message.



A request for notification

If you receive a message with a request for notification of receipt, you can click on **Notify Sender** to send the notification. or you can just ignore it. To remove the request without sending the notification, hold down the option key and click on **Notify Sender**.

These Return Receipt options may or may not work as described, depending on your recipients' e-mail software.

Formatting Text

You can use standard text editing options to format the text of your outgoing messages or text files. The formatting is delivered to your recipients using the "text/enriched" MIME standard, which means that the formatting your recipient sees depends on how well their e-mail package supports this standard.

It is important to remember that you cannot completely control what happens on your recipient's computer. Depending on the type of computer they are using, their installed fonts, their settings or preferences, etc., they could end up viewing something different than what you intended. Also, the formatting changes you make are sent to your recipient, but your default text settings are not. Any text that you did not make changes to is displayed using your recipient's default text.

The Styled Text Settings let you specify how you want to send and receive styled text. If the **Discard style information** option is on, you will not be able to format your text at all (this option is off by default). If you want to send styled text, turn on the **Send style information with mail** option, and the **But warn me first** option if you want to be alerted before sending it.

Text Editing Menu Commands

To format text, select the text you want to affect, select **Text** from the **Edit** menu, and select the appropriate option. The formatting options are as follows:

Plain, Bold, Italic, Underline

Make the text plain (the default), **bold**, *italic*, or underlined.

The keyboard shortcuts are, in order as above, ⌘-T, ⌘-B, ⌘-I, and ⌘-U.

Left, Center, Right

Align the selected paragraph to the left, the center, or the right.

Small, Normal, Big, Very Big, Mondo

Make the text a small size, a normal size (the default), a big size, a very big size, or a very very very big (mondo) size. The increase or decrease is based on the next or previous standard point size.

Remember that you are viewing the text based on your default settings, but your recipient's settings and fonts will be different. For example, if you have a default font size of 10, and you edit your message text to be a "Mondo" size, it would display as 18 points to you, but would display as 24 points for a recipient with a default font size of 14.

Margins—Normal

Make the selected paragraph's left and right margins normal, or flush with the message window (the default).

Margins—Indent, Indent 2, Indent 3

Make the selected paragraph's left and right margins indented one, two, or three times.

Margins—Hang Indent, Hang Indent 2, Hang Indent 3

Make the left and right margins indented one, two, or three times for the first line of the paragraph, and further indent subsequent lines of the paragraph (as shown with this paragraph).

Color (None, Red, Green, Blue, Yellow, Brown)

Make the text black (the default), red, green, blue, yellow, or brown.

Font

Make the text a certain font by choosing from the fonts available on your Macintosh. Remember that your recipient may not have the same fonts.

Completely Plain

Clear all formatting and go back to the default settings. This option is only available if you hold down the option key while selecting the Text menu command.

Other Formatting options

To copy styled text without taking the styles, hold down the shift key and select **Copy Without Styles** from the Edit menu.

If you turn on the **Word Wrap** icon in the composition window, you do not need to use carriage returns in the body of your message. When you send the message, the text is automatically "wrapped," meaning that carriage returns are inserted at the end of each line of text, with roughly 76 characters per line. This makes the message legible on the recipient's computer.

To manually wrap text, select the text you want, then select **Wrap Selection** from the **Edit** menu. To unwrap text, select the text you want, then hold down the option key and select **Unwrap Selection** from the Edit menu.

To copy wrapped text without taking the carriage returns, hold down the option key and select **Copy & Unwrap** from the Edit menu.

To copy wrapped and styled text without taking the carriage returns or styles, hold down the shift and option keys and select **Copy Without Styles & Unwrap** from the Edit menu.

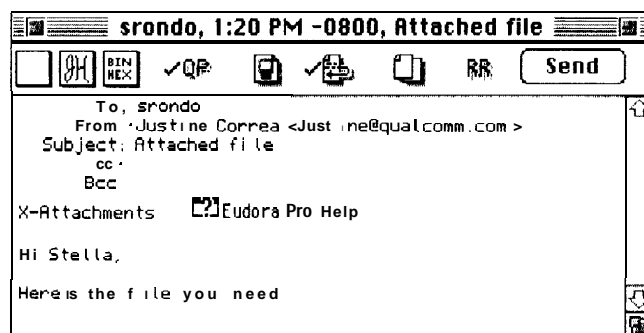
To move text around in your messages or text files, or to move text from other application windows into your Eudora windows, use the Macintosh standard Drag and Drop functions.

Attaching a File to a Message

Any Macintosh file can be attached to and sent with a Eudora message. An attached document functions like a “rider” to the e-mail message, and does not appear within the message text. Instead, the name of the document and its icon are displayed automatically in the **X-Attachments** field of the message header.

To attach a file to a current outgoing message, select **Attach Document...** from the **Message** menu. A standard file dialog is displayed. Once the desired document is located, select it and click on the **Open** button to attach the document to the message. You can add as many attachments as you want.

You can also drag one or more files from the Desktop onto the message window to attach them.



An outgoing message with an attached document

To detach a document before the message is sent, select the document in the **X-Attachments** field, then press the delete key or select **Clear** from the **Edit** menu.

When the message is sent, if the chosen document is not a plain (ASCII) text file, it is encoded in the selected attachment type. This allows you to send any kind of document through the mail, even Macintosh applications.

The MIME (Multipurpose Internet Mail Extensions) standard uses Base64 encoding. It is the newest form of encoding and is a good choice for sending files to either platform. However, since it is a new standard, only use this method if you know your recipient is using a mailer that supports MIME.

The attachment types include the following:



AppleDouble

This is best for recipients with MIME-compliant e-mail readers, regardless of what operating system they are using. For more information on MIME, see Appendix G.



AppleSingle

This works for recipients with MIME compliant e-mail readers on Macintoshes. Do not use this type if your recipient is using a PC.



BinHex

This is best for recipients on a Macintosh with an e-mail reader that is not MIME-compliant.



Uuencode Data Fork

This is best for recipients using PC or Unix systems that are not MIME compliant.

If you want to include the Macintosh file-type and resources with an AppleDouble or AppleSingle attachment, be sure the **Include Macintosh Information** icon is checked. This can be important in maintaining the integrity of the file for another Macintosh, but will confuse other operating systems.

If the chosen document is a plain text file, it is not encoded in any special format before being sent, but the **Include Macintosh Information** icon can be used.

Sending Attachments to Non-Eudora Users

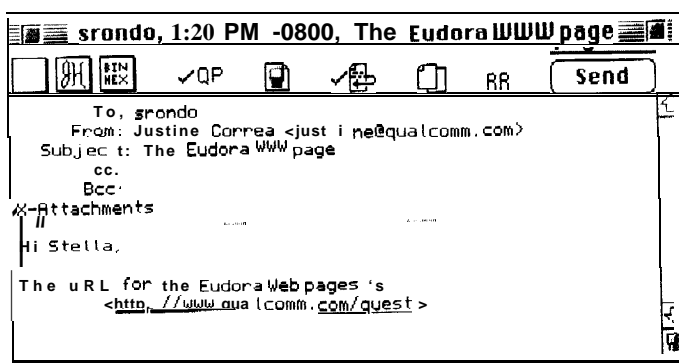
If you send an attachment to someone who doesn't use Eudora, the attached file may be included at the end of the message in the chosen attachment format (AppleDouble, AppleSingle, BinHex, or Uuencode). Your recipient should save the message as a file, then decode the file using an application appropriate for the encoding method you used when you sent the message.

Inserting a File into a Message

Text files can be inserted into a message and then edited. To insert a text file into a message, put the cursor where you want the text inserted, select **Attach Document...** from the **Message** menu. Then select the text file you want and click on **Insert**. The text from the file is inserted into your message and you can edit it as normal.

Including a URL in a Message

To include a URL (Uniform Resource Locator) in a message, enclose it with less than and greater than signs: `<http://www.qualcomm.com/quest/>`. The URL is automatically highlighted as an active URL in your message window.



A URL in an outgoing message

Checking Your Spelling

Eudora includes the Spellswell 7 Spelling Checker, developed by Working Software. Because it is a Word Services Suite application, Spellswell 7 can be used with Eudora. This section describes the spelling checker's basic functions when it is used with Eudora. For more information on Spellswell 7, how it functions with other applications, specialized dictionaries, etc., see the Spellswell 7 User Manual. It is located in the Documentation folder within the Eudora Pro folder.

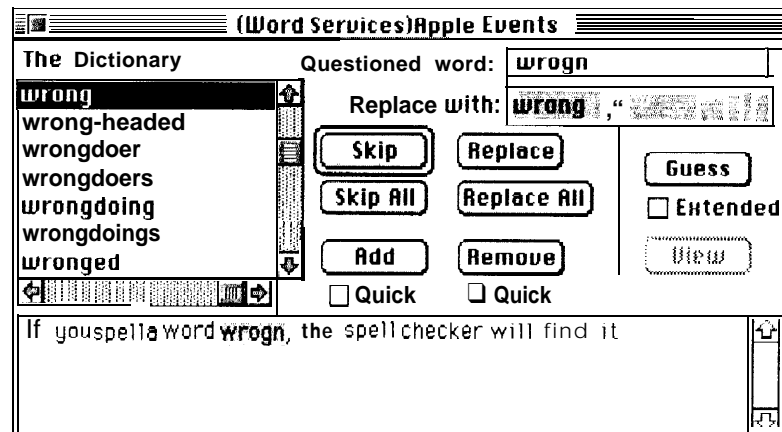
The spelling checker includes a customizable 93,000+ word dictionary. It can be used to check for spelling mistakes and typographical errors in message composition windows, text files, and signature files.

Besides finding ordinary misspellings, the spelling checker has many additional options for finding errors. For details, see the section “Spelling Options.”

To check your spelling in Eudora, select **Check Spelling** from the **Edit** menu. The spelling checker starts at the beginning of the document. The subject of the message and the message body are checked, ignoring the parts of the body that are identified as quoted text. You can also highlight a word or a block of text to check only that text and not the rest of the message.

If no misspellings are found, the spelling checker quits.

If a misspelled, unknown, or repeated word is found, the Check Spelling dialog is displayed with the word listed in the **Questioned word** field. The word is also highlighted in context at the bottom of the window.



The Check Spelling dialog

The **Replace with** field displays the dictionary entry alphabetically closest to the questioned word. If this suggestion is not acceptable, you can change it by clicking on a word from the list. Or, you can type the correct spelling of the word directly in the **Replace with** field. Once the **Replace with** field contains the correct entry, click the **Replace** button. The word in the document is replaced with the word in the **Replace with** field. The spell checker then proceeds with the check.

The Check Spelling Dialog

The Check Spelling dialog allows you to skip a questioned word, replace it, guess the correct spelling, and add or delete the word to or from your user dictionary. Each of the fields and buttons is described below.

Questioned word

A word that is not found in the spelling checker dictionary.

Replace with

Replace the questioned word with the word in this field. You can select a word from the Dictionary/Guesses field, or type a new one.

Dictionary/Guesses

This field is labeled **Dictionary** when the **View suggestions instead of dictionary first** option is off (the default), and **Guesses** when it is on.

Dictionary lists all words that are alphabetically similar to the questioned word. To display the spelling checker's suggestions for the correct spelling, click on the **Guess** button.

Guesses automatically lists all suggestions for the correct spelling.

Skip (All)

Ignore this occurrence of the questioned word. If you use **Skip All**, you ignore this and all subsequent occurrences of the questioned word.

Replace (All)

Replace this occurrence of the questioned word with the word in the Replace with field. If you use Replace All, you replace this and all subsequent occurrences of the questioned word.

Guess

Display the spelling checker's suggestions for the correct spelling of the questioned word. If the **Extended** option is checked, the spelling checker displays more possible choices for the questioned word (an extended guess takes longer than a regular guess).

*Note: You can make a wild card guess if you type some letters followed by ? in the **Replace with** field and then press the **Guess** button. The more specific you are, the faster the search will be.*

View

Display the dictionary list of words that are alphabetically similar to the questioned word. The **View** button is only active when Guesses are being displayed in the **Guesses** field.

Add

Add the questioned word to the dictionary. If the **Quick** option is on, then the questioned word is added to the dictionary immediately when you click this button. If this option is off, the **Adding word to Dictionary** dialog is displayed. This dialog provides you with options for adding the word and its various forms to the dictionary,

Adding word to Dictionary	
<input type="checkbox"/> [My NewUord	<input type="checkbox"/> Must Capitalize
<input checked="" type="checkbox"/> MyNewWord	<input checked="" type="checkbox"/> MyNewWord's
<input type="checkbox"/> MyNewWords	<input checked="" type="checkbox"/> MyNewWordal
<input checked="" type="checkbox"/> MyNewWordes	<input type="checkbox"/> IMgNewUjordless
<input type="checkbox"/> My NewWorded	<input type="checkbox"/> MyNewWordable
<input type="checkbox"/> MyNewWordies	<input type="checkbox"/> IMgNewWordness
<input checked="" type="checkbox"/> MyNewWording	<input type="checkbox"/> IMgNewWordlike
<input checked="" type="checkbox"/> MyNewWorder	<input checked="" type="checkbox"/> MyNewWordous
<input checked="" type="checkbox"/> MyNewWordest	<input checked="" type="checkbox"/> MyNewWordment
<input checked="" type="checkbox"/> MyNewWordly	<input type="checkbox"/> IMgNewWordible
<input type="button" value="Add Word Now"/> <input type="button" value="Cancel"/>	

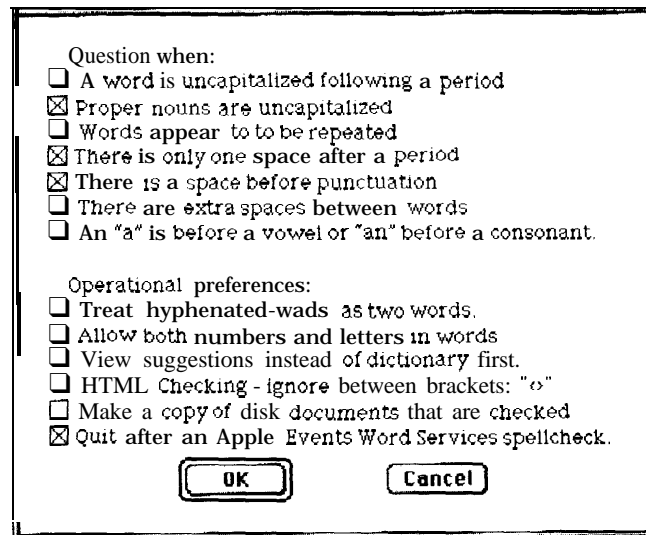
The Adding word to Dictionary dialog

Remove

Remove a word from the dictionary. If the **Quick** option is on, then the word is deleted from the dictionary immediately when you click this button. If this option is off, you are prompted to confirm the deletion.

Spell Checking Options

There are many spell checking options to use when checking for errors. To set these options, select **Options...** from the **Spells** **File** menu. The available options are described below.



Spelling Options Dialog Box

Question when a word is uncapitalized following a period

Questions the capitalization of the first word following a period, question mark, exclamation point, or carriage return/new line character.

Note: The spelling checker does not distinguish between a period ending a sentence and a period ending an abbreviation.

Question when proper nouns are uncapitalized

Questions the capitalization of words that appear to be proper nouns.

Question when words appear to to be repeated

Questions words that appear twice in sequence.

.Question when there is only one space after a period

Questions periods, question marks, and exclamation points followed by a single space (represented by a square in the **Questioned word** field).

Question when there is a space before punctuation

Questions occurrences of spaces before a punctuation mark (comma, semicolon, period, question mark, or exclamation point).

Question when there are extra spaces between words

Questions occurrences of extra spaces between words.

Question when an “a” is before a vowel or “an” before a consonant

Questions usage of the indefinite articles “a” and “an.”

Treat hyphenated-words as two words

Treats improperly hyphenated words as separate words.

Allow both numbers and letters in words

Allows mixed numbers and letters. Ignores words that contain both upper and lower case characters or words that contain numbers.

View suggestions instead of dictionary first

Displays the spelling checker’s suggestions for the correct spelling of the questioned word in the **Guesses** field.

HTML checking - ignore between brackets “<>”

Ignores URLs between brackets.

Make a copy of disk documents that are checked

This option does not apply to spell checking from Eudora. It automatically creates a backup copy of your original document with “sbk” appended to the file name.

Quit after an Apple Events Word Services spell check

Quits the spelling checker once the document is checked.

Spell Checking and Curly Apostrophes

* In the Spellswell dictionaries, contraction and possessive forms of words contain “conventional, not curly, apostrophes. Therefore, the spell checker might not recognize curly apostrophes and may mark the words as incorrect.

It is generally not a good idea to use these in e-mail messages anyway, since they are often not displayed correctly on your recipient’s computer.

Sending or Queueing a Message

After you compose a message, you can send it immediately, or put it in a queue to be sent sometime later or at a specified time.

Sending a Message Immediately

If you want to send your messages immediately instead of putting them in a queue to send later, then be sure the **Immediate send** option is on in the Sending Mail Settings.

To send the current message, click on the **Send** button or select **Send Message Now** from the **Message** menu. A progress window is displayed to show the progress of the transmission.

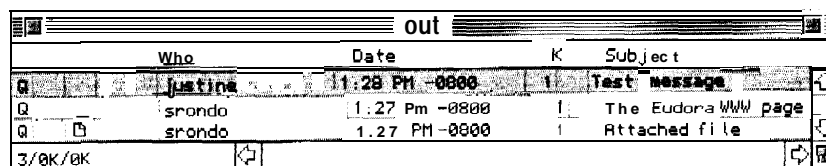
If you have the **immediate send** option on, but want to put the current message in the queue, hold down the option key and click on the **Send** button. The **Change Queueing** dialog is displayed and you can set detailed instructions. For more details, see the section "Queueing a Message to Send at a Certain Time."

Queueing a Message to Send Later

If you want to put your messages in a queue (in the Out mailbox) to send all together at a later time, be sure the **Immediate send** option is off in the Sending Mail Settings.

You can set up Eudora to warn you if you try to delete a queued message, or try to quit Eudora with queued messages. To do this, turn those options on in the Extra Warnings Settings.

To put the current message in the queue, click on the **Queue** button or select **Queue Message** from the **Message** menu. The message window is closed (if it was open) and the message is saved in the Out mailbox marked Q (meaning it's ready to be delivered).



	Who	Date	K	Subject
Q	justina	1:28 PM -0800	1	Test message
Q	srondo	1:27 PM -0800	1	The Eudora WWW page
Q	srondo	1:27 PM -0800	1	Attached file

3/0K/0K

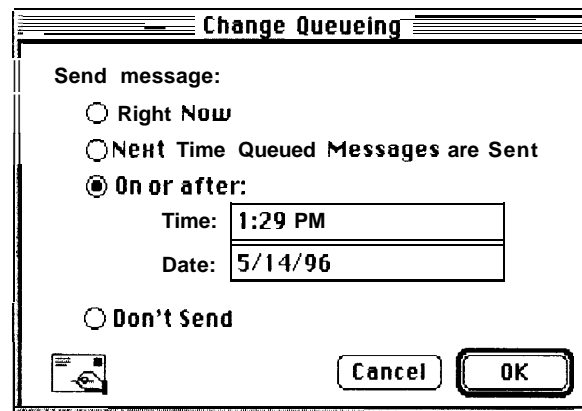
Queued messages in the Out mailbox

To send all of your queued *messages*, select **Send Queued Messages** from the **File** menu. A progress window is displayed momentarily at the top of the screen indicating the progress of the transmission.

If you have the **Immediate send** option off, but want to send a message immediately, hold down the option key and click on the **Queue** button. The **Change Queueing** dialog is displayed and you can select the **Send message Right Now** option.

Queueing a Message to Send at a Certain Time

You can specify that a message be sent at a certain time in the future. To do this for the current outgoing message, select **Change Queueing...** from the **Message** menu. The **Change Queueing** dialog is displayed.



The Change Queueing dialog

If you choose **Right Now**, the message is sent immediately when you click **OK**. If you choose **Next time queued messages are sent**, the message is sent the next time queued messages are sent.

If you choose **On or After**, you can use the **Time** and **Date** fields to fill in the time and date when the message should be sent. The message is saved in the Out mailbox with a **T** in the status column, and is sent when the specified time arrives.

Note: For the message to be sent at the correct time, Eudora must be running when the message is due to be sent. If Eudora is not running, the message is sent the first time Eudora is run after the selected time has passed.

If you choose **Don't Send** for a message that has never been queued, nothing happens. If the message has been queued already, the message status is changed from queued (Q) to saved (•). The message is held in the Out mailbox until it is either deleted or re-queued and sent.

Editing a Queued Message

To edit a queued message, open the Out mailbox and double-click on the message summary. Make the necessary edits and save them. The message is returned to the Out mailbox. If you close the changed message without saving it, an alert is displayed asking you to verify the changes.

Taking a Message Out of the Queue

A message that is queued but is not yet sent can be unqueued using the **Change Queuing** command. Open the Out mailbox and select the desired message summary. Then, select **Change Queuing...** from the **Message** menu and click on **Don't Send**. This changes the message status from queued (Q) to saved (•). The message is held in the Out mailbox until it is either deleted, re-queued, or sent.

Sending Queued Messages When Checking Mail

If the **Send on check** option in the Sending Mail Settings is on, every time Eudora checks for mail (automatically or manually), all queued messages are automatically sent.

Sending Messages with Special Server Instructions

To send your queued messages with special instructions for the server, hold down the option key and select **Send Messages Specially ...** from the **File** menu. The **Mail Transfer Options** dialog is displayed. Set the options you want and click **OK**. All the actions you have requested are completed. For details, see the section "Managing Your Mail on the POP Server."

Replying to a Message

To reply to the current message, select **Reply** from the **Message** menu. A new message window is displayed, with the original sender's address automatically placed in the **To** field of the header. All of the sender's original text is quoted in the message body. This text can be edited as needed. Additional text can be added to the reply just as to any outgoing message, and the reply can then be sent or saved for further changes.

If the sender's text did not include style information, each line is prefixed by a greater-than symbol (>).

```
>This is a test message. Could you please reply
>So that I can be sure you received it?
```

Quoted text that does not include style information

If the sender's text did include style information (e.g., bold text), it is quoted with greater-than and less-than symbols above it and below it, and a left sidebar.

```
>>>>
| This text includes style information, such as bold text,
| and text that is very big
<<<<
```

Quoted text that includes style information

Messages that have been replied to are identified with an "R" in the Status column of their message summary.

Using the Reply Functions

There are several options that you can use when replying to messages.

To quote only some of the sender's text, select the text you want, then hold down the shift key and select **Reply Quoting Selection** from the **Message** menu.

To include everyone who received the original message, hold down the option key and select **Reply To All** from the **Message** menu. Or, turn on the **Reply to all By default** option in the Replying Settings and the Message menu option changes to **Reply To All**. In this case, you must hold down the option key to create a reply to - only the original sender.

To include yourself as a recipient, turn on the **Include yourself** option in the Replying Settings. This only works if you are using **Reply To All**.

*Note: To determine who you are, Eudora uses the "me" nickname, if you create one for yourself. If not, Eudora uses the contents of the **PUP account** and **Return address** fields from the Personal Information Settings.*

To put the addresses of the other recipients of the original message in the Cc field (instead of the **To** field), turn on the **Put original To recipients in Cc field, not To field** option in the Replying Settings. Only the original sender's address is put in the **To** field. This only works if you are using **Reply To All**.

To copy the original message's priority to your replies, turn on the **Copy original's priority to reply** option in the Replying Settings.

Replying with a Stationery File

To reply to a message with a stationery file, select **Reply With→ Filename** from the Message menu. The stationery file is opened as a message and is addressed as appropriate (your Replying Settings are used). For details about stationery, see the section "Using a Stationery File."

To reply to a message with a stationary file and only quote some of the sender's original text, select the text you want to quote, then hold down the shift key and select **Reply Quoting Selection With** from the Message menu.

Forwarding a Message

Any message can be forwarded to someone else. To forward the current message, select **Forward** from the Message menu. A new message window is displayed with your address in the **From** field, the original sender's text quoted in the message body, and the original attachments in the **X-Attachments** field. For details on how text is quoted, see the section "Replying to Messages." Make any changes you want, and enter the recipients' address in the **To** field. The message can then be sent or saved for further changes.

To forward a message with just the original text without quote characters, hold down the option key and select **Forward** from the Message menu.

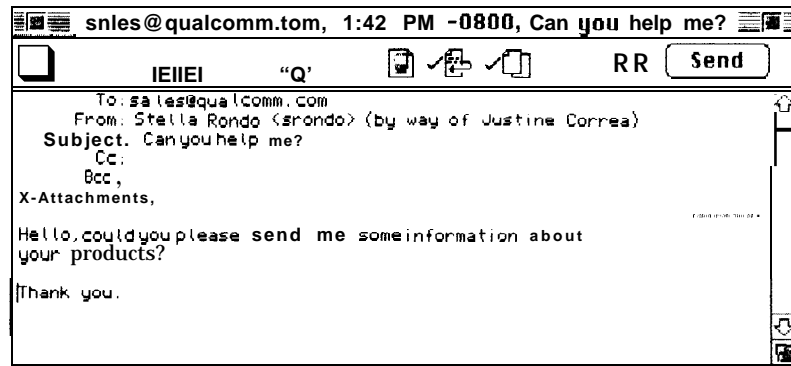
Messages that have been forwarded are identified with an "F" in the Status column of their message summary.

Redirecting a Message

Incoming messages can be sent to a new recipient "by way of" you, maintaining the original sender's address in the **From** field. This is called redirecting.

To redirect the current message, select **Redirect** from the Message menu. A new message window is displayed with the original sender's address in the **From** field with the statement "by way of *your address*", the original sender's text in the message body, and the original attachments in the **X-Attachments** field. Make any changes you want, and enter the recipient's address in the **To** field. The message can then be sent or saved for further changes.

Note: You may want to enclose any changes in brackets ([]) so that you don't confuse the recipient about who wrote what.



A Redirected message

Messages that have been redirected are identified with an “D” in the Status column of their message summary.

Turbo Redirecting

You can redirect one or more message to someone on your recipient list, queue the new message (without displaying it), and delete the original message, all with one command. To do this, hold down the option key and select **Turbo Redirect To→Recipient** from the Message menu.

To make Turbo Redirect the default menu option, turn on the Turbo redirect by default option in the Miscellaneous Settings. To do a regular redirect with this option on, hold down the option key and select the Redirect To.

To Turbo Redirect a message without deleting the original, hold down the shift key and select Turbo Redirect Without Delete **To→Recipient..**

Redirect and Signatures

When you use Redirect, your signature is not added to the message when it is sent, unless you originally created the message. Eudora considers the message to be originally from you if the address in the **From** field exactly matches your return address, or your nickname called “me.”

Keeping Copies of Outgoing Messages

There are three ways to keep copies of your outgoing messages.

To put a copy of every outgoing message in the Out mailbox, turn on the **Keep** copies of Outgoing Mail option in the Sending Mail Settings.

To put a copy of the current outgoing message in the Out mailbox, turn on the Keep Copy icon in the icon bar (there should be a checkmark next to it).

To put a copy of the current outgoing message in a particular mailbox, put the cursor in the Bcc field of the message and select the mailbox from the **Fcc** menu (normally the Transfer menu).

In all these cases, when the messages are sent they are put in the specified mailbox with an **S** in the Status column, indicating that the message has been sent.

If none of these options are used, outgoing messages are put into the Trash mailbox.

Note: You can also set up a filter to save outgoing messages in particular mailboxes based on information contained in the message. See the section "Filtering Messages" for more information.

Sending Rejected Messages Again

If for some reason an e-mail message can't be delivered to a recipient, mail transport agents return the message to the original sender (you). A message is typically rejected because of an error in the recipient's address, although many other reasons are possible.

The return message usually includes cryptic information that may let you determine the reason the message was rejected. It also includes the text of the original message.

You can easily recover the original message, make any corrections, and resend it. To do this for the current message, select Send Again from the Message menu. This eliminates the inserted extra text and reformats the message as it originally appeared. You can then make changes or additions and send the message again.

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